

**Official Agreement to bear the keys of the Norwich Astronomical Society  
Seething Observatory**

This agreement is between the Norwich Astronomical Society (*the Society*) and

Name .....(*the Borrower*)

Membership Number .....

*The Society* agrees to lend to *the Borrower* the following keys to the Seething Observatory

- Main Gate
- Clubhouse
- Main Key Safe
- Secondary Key Safe
- Membership Cabinet

Strikeout any that do not apply

In return for the loan of the keys, *the Borrower* shall pay to *the Society* a £30 deposit that is refundable on the return of the keys mentioned above. Any change to the keys issued to *the Borrower* shall require a new form to be completed; however, only one £30 deposit is required.

*The Borrower* agrees they will willingly present the keys for an annual audit or when requested by *the Society*. *The Borrower* also agrees, should they have no requirement to have the keys or leaves membership of *the Society* they will return the keys at the earliest convenience.

On behalf of *the Society* and in acknowledgment of the £30 deposit

Signature ..... Date .....

Printed name and position .....

*The Borrower* ..... Date .....

(Signature)

.....  
Keys returned to *the Society*..... Date .....

.....(Print Name)

Deposit received by *the Borrower* ..... Date .....

.....(Print Name)

**The Borrower is responsible for the keys until this form is signed off that the keys have been returned.**